



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION IX

75 Hawthorne Street
San Francisco, CA 94105-3901

Edward Smith
Chairman
Chemehuevi Indian Tribe
Post Office Box 1976
Havasup Lake, California 92363

MAY 22 2015

RE: U.S. EPA Indian Environmental General Assistance Program
GA-99T04401-2
Application Due: JUN 26 2015

Dear Chairman Smith:

I am pleased to inform you that your proposal submitted to this office under the U.S. Environmental Protection Agency's Indian Environmental General Assistance Program (GAP) has been tentatively approved for funding. At this time, I am setting aside \$96,900 of funding to support your GAP for one year. An additional \$16,485 has been tentatively set aside for supplemental activities as follows: \$12,250 for TEP finalization; \$2,235 for waste codes revision; and \$2,000 for travel associated with specialized training. The total tentative award for your GAP is \$113,385.

In addition, please include in your application \$94,100 for second year funding with an additional \$2,000 for travel associated with specialized training. The total tentative award for the second year is \$96,100. If additional GAP funds become available, your second year funding request may be awarded.

Work plan submission, negotiation, and approval will be conducted electronically in GAP Online. The comments attached here for your reference are also available in GAP Online. If we receive your complete application and an **approvable** revised work plan by the due date we will make every effort to award the grant by September 30, 2015. This funding will support work plan activities **from October 1, 2015 to September 30, 2017**. Please do not incur any costs under this work plan until the official grant award document has been signed and dated by the EPA Award Official. Any costs incurred before the date of award will not be reimbursed.

This letter does not constitute a grant award. In order to receive funding, the Chemehuevi Indian Tribe will need to complete an Application for Federal Assistance (SF-424). **The complete application, including an approvable work plan, must be submitted for EPA review by the due date indicated above.** Materials can be submitted earlier and will be processed on a first-come, first-served basis. Please note that in completing your application, you will need to enter the GAP Catalog of Federal Domestic Assistance Number (CFDA), required in box #11 on the SF-424A application form, 66.926.

New Process for Submitting Your GAP Grant Application

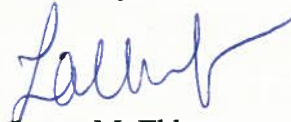
Effective February 17, 2015, EPA grant applicants **must** use Grants.gov to submit their applications. The Grants.gov registration process can take up to 30 days to complete. Therefore, it is highly

recommended that EPA applicants complete their registration on Grants.gov now. Also, your organization's registration in SAM.gov must be active to utilize Grants.gov. If it appears that the grants.gov registration process may prevent you from submitting your application by the due date aforementioned, then please contact Support@grants.gov or call 1-800-518-4726 as support is available 24 hours a day and 7 days a week. You should also notify your Project Officer before the application due date to request an extension.

Please review both Attachment 2 (Grants.gov Instructions Guide) and Attachment 3 (Region 9 Guidance Information for Applicants) or go to <http://www.epa.gov/region9/funding/information.html> to find additional resources on Grants.gov, Federal Regulations, and new EPA requirements. We suggest you forward these materials to your Project Manager, Financial Officer and any other personnel in your organization requiring this information.

I look forward to working with you and your staff under the General Assistance Program. Questions regarding the completion of the application forms as well as the mandatory use of grants.gov should be referred to Veronica Adams, Grants Management Specialist, at (415) 972-3677. You can also contact your GAP Project Officer, Destinee Cooper at (415) 972-3790 if you have questions regarding this letter, the work plan or the General Assistance Program.

Sincerely,



Laura M. Ebbert
Manager
Tribal Section

Enclosures

1. Work Plan Comments
2. Component Cost and Work Years Guidance
3. Grants.gov Instructions Guide
4. Region 9 Guidance Information for Applicants
5. Sample ETEP component
6. Sample RTOC Representative component

cc: Steven Escobar, Environmental Director (with work plan comments)
Joe Bergen, Tribal Administrator

GAP 2015-2017 Work Plan Comments Chemehuevi Indian Tribe

Thank you for developing an outcome-oriented work plan. The following observations and requests were written with the intent of strengthening the Tribe's GAP work plan, identifying possible assistance, and ensuring the work plan meets GAP guidelines. These comments pertain to the 2015-2016 work plan that was submitted with your GAP proposal in GAP Online in December 2014. Please ensure that these comments are addressed in your final GAP work plan in GAP Online.

General Definitions and References

1. The following references are useful for understanding GAP in general, for getting an understanding for environmental outcomes, etc.
2013 Guidance on the Award and Management of General Assistance Program Agreements and Appendix I, Guidebook for Building Tribal Environmental Program Capacity
<http://www.epa.gov/region9/funding/pdfs/tribal-gap/r9-gap-guidance.pdf>
GAP Act (<http://www.epa.gov/Indian/pdfs/4368b.pdf>)
2015 GAP Grant Notification (<http://www.epa.gov/region09/funding/tribal-gap.html>)
EPA Strategic Plan (<http://www2.epa.gov/planandbudget/strategicplan>)
2. Environmental outcomes should be expressed in terms of improvements to public health, the environment, or human behavior. They can also reflect improved tribal capacity to protect public health or the environment. Intermediate outcomes could reflect: a) improved human health or environmental conditions, b) reduced risks to human health or the environment, c) increased tribal capabilities in legal, enforcement, technical, communication, or administrative areas. Long-term outcomes could include attainment of desired environmental conditions (e.g., water quality standards are met) or human health goals, attainment of a desired capacity to plan, develop, implement, manage and sustain tribal environmental programs.
3. Please ensure that each component in your work plan contains one or more capacity indicators that appropriately links to the commitments. Capacity indicators represent the destination of the Tribe's work and therefore the Tribe should express how it will accomplish the tasks necessary to achieve the indicators proposed in its commitments. Moreover, capacity indicators should ideally be placed in the "Measures" section for each component in the work plan. More information on the appropriate use of indicators is found on page 13 of the GAP Guidance. A suite of indicators that the Tribe may consider for inclusion in its work plan is contained in Appendix I of the GAP Guidebook.
4. Please ensure that the total work plan Estimated Component Costs add up to the total approved budget amount indicated in the cover letter, and that the total work plan Estimated Work Years adds up to the total number of approved personnel funded under GAP. I have attached a document entitled "Component Cost and Work Years Guidance" that will help you to correctly identify Component Costs and Work Years to comply with this request.
5. Greening Grants Policy: EPA Region 9 has adopted a Greening Grants Policy which encourages grantees to carry out their EPA grant funded projects in a greener way. Your Project Officer will work with you to determine whether it is feasible to incorporate green practices into your work plan. The Greening Grants Policy includes an attachment which describes many useful green practices. The policy furthers the objectives of EPA's 2011-15 Strategic Plan. The link to Greening Grant

Policy is on the Region 9 Website Homepage, <http://www.epa.gov/region9/funding/greening-grants.html>

6. Regarding Indirect Costs:

For Fixed/Carry forward Tribal IDC rates:

- EPA may allow IDC costs to be budgeted for grants when indirect costs rates have been approved within the preceding three fiscal years. When IDC rates are not current at the time of the grant award, a term and condition will be used to require the Tribe to notify EPA and refund any overfunded amounts.

- 7. Language on GAP work plan commitment to develop EPA/Tribal Environmental Plan (ETEP).** The proposed FY2016 work plan includes a component to develop an ETEP. The Guidance on the Award and Management of General Assistance Agreements for Tribes and Intertribal Consortia was finalized in May 2013. This document also contains the Guidebook for Building Tribal Environmental Program Capacity (Appendix I). Attached is an example work plan component for the development of an ETEP. Please ensure that your ETEP component minimally includes the information contained in this sample work plan component. For additional assistance, please contact your Project Officer.

FY 2016 BUDGET COMMENTS

Please amend your budget to reflect the \$96,900 currently set aside. This core amount was approved with 0.75 FTE for the Environmental Director, 0.5 FTE for the Environmental Assistant, and 0.5 FTE approved for the Administrative Assistant. Additionally, \$4,000 was approved as direct charges for travel.

Please note that \$12,250 for TEP and ETEP finalization was approved. This amount include 0.1 FTE for the Environmental Assistant, 0.1 FTE for the Administrative Assistant, the contractor, and IDC.

Please note that \$2,235 for waste code revisions was approved. This amount includes contractual costs, associated travel, and IDC.

Please note that an additional \$2,000 for travel and IDC was approved. This travel is associated with emergency response training. Should additional travel funds be needed, please contact the Tribe's GAP project officer to discuss using the Owens Valley Travel Fund.

Please ensure that parking charges are included in estimated travel costs.

GIS training was not approved under travel costs as free GIS is available. For more information on GIS training offered by the BIA, please see the webpage:

http://www.bia.gov/WhatWeDo/ServiceOverview/Geospatial/index.htm#NGRC_GIS_TRAINING

Please specify the kind of trainings anticipated with NAEPC if travel is intended during FY16 in the budget.

Personnel:

The total FTE in your FY16 and FY17 proposal exceeds that funded in the FY15 approved budget. Since EPA is unable to approve the total amount of requested funds, the Tribe should be aware that any increases in FTE under this GAP grant involves a risk: the Tribal Program Office cannot guarantee that

funding for increased FTE can be maintained through future funding cycles, especially given that funding of the GAP program at a national level has not increased significantly over the last few budget cycles and, in some years, the program has experienced a net reduction. The Tribe is advised to consider these issues when choosing to fund additional FTE within the GAP program. If you choose to increase funding for FTE, this will likely result in a decrease in funds available to operate the program.

FY 2016 WORK PLAN COMMENTS

Please ensure each commitment provides **why** the Tribe has proposed each activity, **who** will need to do **what, where, when** and **how**, to complete proposed activities. This type of information helps quantify the level of effort (FTE and Cost) required to complete commitments, which in turn helps project officers determine if identified costs appear reasonable. Build this type of information into each of your commitment descriptions.

Please include a RTOC representative commitment or component in the workplan. An example component is attached to this guidance letter.

Component 1: Management of Environmental Office

Please clarify the intermediate outcomes as they don't appear to apply to commitment 1.1.

1.4: Please include in this commitment that funds will not be spent on restricted applications per the GAP Guidebook.

1.6: Joint Evaluation: Portions of a Joint Evaluation process are missing. Please see Attachment F from the notification to ensure that the work plan contains a process in which EPA and the Tribe together evaluate the successes of the Tribe under GAP. The attachment can be found at:

<http://www.epa.gov/region9/funding/pdfs/tribal-gap/fy2015-r9-gap-notification-attach-d-workplan-quarterly-report.pdf>

Component 2: Financial Management

Please amend the intermediate outcomes as the descriptions provided are written as commitments. Environmental outcomes should be expressed in terms of improvements to public health, the environment, or human behavior. They can also reflect improved tribal capacity to protect public health or the environment. Intermediate outcomes could reflect: a) improved human health or environmental conditions, b) reduced risks to human health or the environment, c) increased tribal capabilities in legal, enforcement, technical, communication, or administrative areas. Long-term outcomes could include attainment of desired environmental conditions (e.g., water quality standards are met) or human health goals, attainment of a desired capacity to plan, develop, implement, manage and sustain tribal environmental programs.

2.1: Please consider moving this commitment to the first component to more accurately reflect what will be funded by GAP.

Component 3: Community Involvement, Education, and Communication

Please amend the component's description to include what the Tribe generally proposes to do within this component.

The FTE of this component seems high. Please provide additional information to support the anticipated component FTE.

Component 4: Technical and Analytical Capabilities

4.1: Please replace providing an agenda in the outputs and deliverables section with providing a summary of which sessions were attended, what the Tribe learned, and how the information will be used to support the Tribe's environmental program.

Component 5: Waste Management

5.5: Please move this commitment to component 2 to more accurately reflect what is being achieved in this commitment.

Component 7: Environmental Research

Enclosed is the ETEP work plan component template. If you have developed a recent environmental inventory, please inform your Project Officer and delete that commitment from the component. If you have questions about the other commitments, please contact your Project Officer.

The ETEP requirements are outlined in the National GAP Guidance on pages 13-19. Below is information about the Tribal Environmental Plan that will be part of the ETEP.

Tribal Environmental Plan

The GAP Guidance states the following about the content of the TEP:

Tribal governments should include environmental program priorities for their community in this section of the ETEP. For each priority, the following detail should be included: (1) short description of the priority; (2) the tribe's long-term environmental program development goals that help to address or support the priority; (3) intermediate program development milestones the tribal government would like to meet during the time period of the ETEP; (4) the tribe's plans to manage authorized environmental programs; and (5) any type of assistance (training, technical assistance, EPA direct implementation actions, financial, etc.) that may be needed. This information should be discussed between the tribe and EPA regional office staff to identify any connections between the tribe's priorities and the implementation of the federal environmental programs, and to identify potential EPA assistance that could be provided to help the tribe accomplish the proposed actions.

EPA recognizes that the Tribal Environmental Plan is a tribal document that represents the issues of importance to the Tribe; the TEP can cover a range of issues including environmental impacts that may occur off the reservation, but impact the tribe or Tribal interests.

The TEP will help guide EPA and Tribal work in the future. As the GAP Guidance states, future approvable GAP workplans will be based on the contents of the TEP. Please include an appendix section where the tribal priorities each have a program indicator from the GAP Guidance and Guidebook.

FY 2017 BUDGET COMMENTS

Please include in your application \$94,100 for second year funding with an additional \$2,000 for travel associated with specialized training. This \$94,100 of core funding includes 0.7 FTE for the Environmental Director, 0.5 FTE for the Environmental Assistant, and 0.48 FTE for the Administrative Assistant. Additionally, \$4,000 was approved as direct charges for travel, and \$2,160 was approved as direct charges for supplies in the core funding. The additional \$2,000 for travel and IDC was approved for solid waste composting training. Should additional travel funds be needed, please contact the Tribe's GAP project officer to discuss using the Owens Valley Travel Fund.

Please ensure that parking charges are included in estimated travel costs.

GIS training was not approved under travel costs as free GIS is available. For more information on GIS training offered by the BIA, please see the webpage:

http://www.bia.gov/WhatWeDo/ServiceOverview/Geospatial/index.htm#NGRC_GIS_TRAINING

Please specify the kind of trainings anticipated with NAEPC if travel is intended during FY16 in the budget.

Personnel:

The total FTE in your FY16 and FY17 proposal exceeds that funded in the FY15 approved budget. Since EPA is unable to approve the total amount of requested funds, the Tribe should be aware that any increases in FTE under this GAP grant involves a risk: the Tribal Program Office cannot guarantee that funding for increased FTE can be maintained through future funding cycles, especially given that funding of the GAP program at a national level has not increased significantly over the last few budget cycles and, in some years, the program has experienced a net reduction. The Tribe is advised to consider these issues when choosing to fund additional FTE within the GAP program. If you choose to increase funding for FTE, this will likely result in a decrease in funds available to operate the program.

FY 2017 WORK PLAN COMMENTS

Please work to ensure that commitments within this workplan do not repeat work included in the 2016 workplan. You can contact the GAP project officer to discuss what this means and the impacts.

Please ensure each commitment provides **why** the Tribe has proposed each activity, **who** will need to do **what, where, when** and **how**, to complete proposed activities. This type of information helps quantify the level of effort (FTE and Cost) required to complete commitments, which in turn helps project officers determine if identified costs appear reasonable. Build this type of information into each of your commitment descriptions.

Please include a RTOC representative commitment or component in the workplan. An example component is attached to this guidance letter.

Component 1: Management of Environmental Office

Please clarify the intermediate outcomes as they don't appear to apply to commitment 1.1.

1.4: Please include in this commitment that funds will not be spent on restricted applications per the GAP Guidebook.

1.6: Joint Evaluation: Portions of a Joint Evaluation process are missing. Please see Attachment F from the notification to ensure that the work plan contains a process in which EPA and the Tribe together evaluate the successes of the Tribe under GAP. The attachment can be found at:

<http://www.epa.gov/region9/funding/pdfs/tribal-gap/fy2015-r9-gap-notification-attach-d-workplan-quarterly-report.pdf>

Component 2: Financial Management

Please amend the intermediate outcomes as the descriptions provided are written as commitments. Environmental outcomes should be expressed in terms of improvements to public health, the environment, or human behavior. They can also reflect improved tribal capacity to protect public health or the environment. Intermediate outcomes could reflect: a) improved human health or environmental

conditions, b) reduced risks to human health or the environment, c) increased tribal capabilities in legal, enforcement, technical, communication, or administrative areas. Long-term outcomes could include attainment of desired environmental conditions (e.g., water quality standards are met) or human health goals, attainment of a desired capacity to plan, develop, implement, manage and sustain tribal environmental programs.

2.1: Please consider moving this commitment to the first component to more accurately reflect what will be funded by GAP.

Component 3: Community Involvement, Education, and Communication

Please amend the component's description to include what the Tribe generally proposes to do within this component.

The FTE of this component seems high. Please provide additional information to support the anticipated component FTE.

3.1: Please provide a list of each program that will be tested in this commitment's description.

Component 4: Technical and Analytical Capabilities

4.1: Please replace providing an agenda in the outputs and deliverables section with providing a summary of which sessions were attended, what the Tribe learned, and how the information will be used to support the Tribe's environmental program.

Component 5: Waste Management

5.3: Please clarify if the ISWMP will be completed during FY2017.

5.5: Please move this commitment to component 2 to more accurately reflect what is being achieved in this commitment.

Component Cost and Work Years Guidance

Applications must include estimated component cost and associated work years. At present, Tribes are providing estimated costs that do not, when added together, equal the total budget request and budgeted FTE supplied with the work plan.

Suggested instructions for Tribes:

Estimated Component Costs should, when added together, equal the total budgeted amount. Two suggested ways to arrive at numbers that are equal:

- 1) Evaluate the relative *percentage* of financial resources each work plan task will take, each task being some percentage of 100; multiply that percentage by the total budgeted cost to get the estimated cost per component.

	Component 1	Component 2	Component 3	Total Budget
Percentage of Total:	25%	45%	30%	100%
Cost:	\$ 29,319	\$ 52,774	\$ 35,183	\$ 117,275

- 2) Alternately, as an addendum to calculation of the Total Program Budget, add columns wherein the contribution of each component to the total budget is calculated, and total component budgets across budget categories, applying indirect costs if applicable, personnel costs, and fringe. This "estimate" leans more toward accurate budget numbers.

Category	TOTAL	Component 1	Component 2	Component 3
(FTE)	1.5	0.375	0.6	0.525
Personnel	\$ 55,000	\$ 13,750	\$ 22,000	\$ 19,250
Fringe	\$ 18,150	4,537.50	7,260.00	6,352.50
Supplies	\$ 5,000	500	4100	400
Travel	\$ 5,000	4200	800	0
Equipment	\$ -	0	0	0
Contractual	\$ 15,000	4000	8000	3000
Subtotal	\$ 98,150	\$ 26,988	\$ 42,160	\$ 29,003
Base for Indirect	\$ 83,150	\$ 22,988	\$ 34,160	\$ 26,003
Indirect	\$ 19,125	\$ 5,287	\$ 7,857	\$ 5,981
Total	\$117,275	\$ 32,275	\$ 50,017	\$ 34,983

Estimated Component work years should, when added together, equal the total budgeted FTE for the program. One work year is equal to 2,080 personnel hours. A work year is also known as a full time equivalent (FTE), since it is based on a full time job; 40 hours per week * 52 weeks per year = 2,080 hours per year.

Two suggested ways to arrive at numbers that are equal:

- 1) Evaluate the relative *percentage* of staffing resources each work plan component will require, each component being some percentage of 100; multiply the percentage for each component by the total requested FTE to arrive at the estimated FTE per component.

staffing	Component 1	Component 2	Component 3	Total Budget
Percentage of Total:	25%	40%	35%	100%
Cost:	0.38	0.60	0.53	1.50

- 2) Alternately, when calculating the budget in the detailed manner for the Estimated Component Cost, take the FTE applied to each component and use that value to represent the estimated component FTE.

Component 1: ETEP Development (EPA Tribal Environmental Plan)					
Program Capacity: Environmental Program Administrative Capacity					
Indicator(s): B.5.1					
*Development of ETEP that expresses environmental priorities and goals to be focused on during the coming four fiscal years					
Estimated Component Cost: \$xxxx				Estimated Component Work Years: 0.xx	
Commitments		Position	Estimated Cost (optional)	End Date	Outputs and Deliverables
1.1	The Tribe will review and provide comments on the list of regulated facilities on Tribal lands (generated by EPA and provided by EPA to the Tribe).			3/31/2016	Comments on the EPA's list of regulated facilities will be provided.
1.2	The Tribe will review and provide comments on the Areas of Involvement Document (provided by EPA). This document summarizes the current EPA program engagement with the Tribe and EPA's program authorities.			4/29/2016	Comments provided to EPA on the areas of involvement document will be provided as a deliverable.
1.3	The Tribe will review and update the current Tribal Environmental Inventory, or develop a new TEI. The Tribe will ensure the TEI contains the most up-to-date information on environmental quality or issues. <i>The Tribe can request the R9 template to review as a sample inventory document.</i>			5/31/2016	A copy of the completed Tribal Environmental Inventory will be submitted to EPA.
1.4	The Tribe will develop and submit a draft Tribal Environmental Plan (TEP) to EPA. The updated TEI will inform the TEP development. The Tribe will work with the community and Tribal Council to ensure the TEP includes the elements described in Section 4.3(1) of the 2013 GAP Guidance. The Tribe will incorporate into the TEP or as an appendix an identification of which Capacity Indicators described in the GAP Guidebook will support the Tribe's GAP-eligible work within the TEP.			6/24/2016	A copy of the draft TEP will be submitted to EPA by 6/24/15.
1.5	Final Tribal Environmental Plan to be submitted to EPA.			7/29/2016	A copy of the final TEP with Council approval will be submitted to EPA.
1.6	The Tribe and EPA will begin discussions on mutual environmental priorities for the cover memo.			8/31/2016	List of environmental priorities to be submitted to EPA.
1.7	The Tribe and EPA will collaborate on a cover memo to be signed by both parties that identifies areas where EPA's and the Tribe's goals align – areas where we will be working together to accomplish mutual interests.			9/30/2016	The Tribe and EPA will develop and finalize a signed cover memo for the ETEP.
1.8	The final ETEP will be an assembly of the four documents above (items 2-5), or a narrative document that incorporates the contents of items 2-5 into a cohesive text. Future GAP workplan commitments will be developed from the final ETEP document.			9/30/2016	Either the assembled four section document or narrative document will be on file with EPA and the Tribe.

GAP Work Plan RTOC Participation Template

- This component is orientated to someone who is an RTOC representative for their geographical area.
- The capacity indicators listed are examples and are not the only indicators that could be used. One should be selected where multiple examples are given.
- Budget amounts will vary by geographical area based on travel costs and other factors.

Table 2: General Assistance Program

Tribe: [Insert Tribe Name Here]

Region: 09

Work Plan Period Begin: 10/1/2014 – 09/30/2015

Work Plan Component: 2 – RTOC Representative Duties

Overall Capacity Indicator Being Developed: B.1 (B.6.1, B.6.2, B.6.7, B.6.8, B.6.10)

Environmental Outcome(s) (Changes in the Environment, Public Health, Behavior or Knowledge):

- Improved ability of EPA in meeting the trust responsibility to Tribes
- Strengthen Tribal environmental and public health programs

Intermediate Outcome(s) (this work plan period):

- Provide support for the Tribal Program in the Region
- Assist with the communication and information exchange between Tribes and EPA

ESTIMATED COMPONENT COST: \$* (\$* Salary & F/B) (\$*)

ESTIMATED COMPONENT WORK YEARS: *
Director . * @ */hr Assistant . * @ */hr

COMMITMENTS		CAPACITY INDICATOR (optional)	ESTIMATED COMMITMENT COST (optional)	END DATE	OUTPUTS AND DELIVERABLES
2.1	Attend quarterly RTOC meetings and act as an RTOC representative for regional area		Dir. * hrs @ \$*/hr = \$*	Each Quarter	Summary information provided to EPA with quarterly reports
2.2	Disseminate information via e-mail to other Tribes in the local geographic area as needed		Dir. * hrs @ \$*/hr = \$* Asst. * hrs @ \$*/h = \$*	Each Quarter	Summary information provided to EPA with quarterly reports
2.3	Conduct quarterly calls after RTOC meeting to debrief Tribes that were unable to attend		Dir. * hrs @ \$*/hr = \$* Asst. * hrs @ \$*/h = \$*	Each Quarter	Summary information provided to EPA with quarterly reports
2.4	Reviewing notes from meeting		Dir. * hrs @ \$*/hr = \$*	Each Quarter	Summary information provided to EPA with quarterly reports
2.5	Provide feedback to Tribal co-chair		Dir. * hrs @ \$*/hr = \$*	Each Quarter	Summary information provided to EPA with quarterly reports
2.6	Attend annual EPA Tribal Conference		Dir. * hrs @ \$*/hr = \$*	12/30/14	Registration and attendance confirmation, along with list of breakout sessions attended, provided to EPA with quarterly report

EPA Region 9 - Grants.gov Instructions Guide

(March 2015)

Applications for Federal assistance must be submitted through Grants.gov.

Register with Grants.gov! In order to submit your application using Grants.gov, your organization must be registered with Grants.gov. Please allow four weeks to complete the registration process. Also, please note that you must have a DUNS number and an active SAM.gov registration before registering with Grants.gov. You can find more information about registering at:

<http://www.grants.gov/web/grants/applicants/organization-registration.html>

To Access and Download Grant Application Package go to:

<http://www.grants.gov/web/grants/applicants/download-application-package.html>

1. Funding Opportunity Number (FON).

- A. Competitive Programs: Refer to the competitive solicitation for the applicable FON. Applicant will enter this into the "Funding Opportunity Number" field to locate the application package.
- B. Non-Competitive Discretionary Programs: Obtain FON from your EPA Point of Contact (POC). Applicant will enter this into the "Funding Opportunity Number" field to locate the application package.
- C. Continuing Environmental Programs (CEPs): The list of available CFDA numbers for CEPs have been divided between two FONs. The two FONs used to access the application packages are **EPA-CEP-01** and **EPA-CEP-02**. Refer to the following Attachment to determine which FON your CFDA is published under. Applicant will enter this into the "Funding Opportunity Number" field to locate the packages.

The screenshot shows a web form with three input fields and a button. The first field is labeled 'CFDA Number:' with a '#' symbol to its right. The second field is labeled 'Funding Opportunity Number:' with a '(C)' symbol to its right. The third field is labeled 'Funding Opportunity Competition ID:' with a '(C)' symbol to its right. An arrow points from the left towards the 'Funding Opportunity Number' field. Below the fields is a button labeled 'Download Package'.

- 2. Download the package associated with CFDA 66.XXX.
- 3. **Complete the Grant Application Package.** Attach the forms and information required by your particular program. *Contact your EPA POC if you have questions about which forms and materials you must submit for your program.*
- 4. **Submit your application.** Go to <http://www.grants.gov/web/grants/applicants/apply-for-grants.html> for more information on this process.
- 5. **Confirm with your EPA POC** that EPA has received your application package. *If for ANY reason you cannot submit your application by the deadline specified, contact your EPA POC immediately.*

For FAQs, User Guides, Checklists, Training and Technical Support, visit the Grants.gov Applicant Resource page at <http://www.grants.gov/web/grants/applicants/applicant-resources.html>

Technical Questions or Issues? Please call (1-800-518-4726) or email (support@grants.gov) the Grants.gov Contact Center (<http://www.grants.gov/web/grants/about/contact-us.html>). Help is available 24 hours a day, 7 days a week.

Grants.gov Instructions Guide

Continuing Environmental Programs (CEPs)

(EPA Mandatory Grant Programs)

ATTACHMENT

CFDAs Under EPA-CEP-01

66.001	Air Pollution Control Program Support
66.032	State Indoor Radon Grants
66.034	Surveys, Studies, Research, Investigations, Demonstrations, and Special Purpose Activities Relating to the Clean Air Act
66.038	Training, Investigations, and Special Purpose Activities of Federally-Recognized Indian Tribes Consistent With the Clean Air Act (CAA), Tribal Sovereignty and the Protection and Management of Air Quality
66.040	State Clean Diesel Grant Program This program contains Recovery Act funding.
66.042	Temporally Integrated Monitoring of Ecosystems (TIME) and Long-Term Monitoring (LTM) Program
66.121	Puget Sound Protection and Restoration: Tribal Implementation Assistance Program
66.124	Coastal Wetlands Planning Protection and Restoration Act
66.125	Lake Pontchartrain Basin Restoration Program (PRP)
66.202	Congressionally Mandated Projects
66.418	Construction Grants for Wastewater Treatment Works This program contains Recovery Act funding.
66.419	Water Pollution Control State, Interstate, and Tribal Program Support
66.432	State Public Water System Supervision
66.433	State Underground Water Source Protection
66.437	Long Island Sound Program
66.454	Water Quality Management Planning This program contains Recovery Act funding.
66.456	National Estuary Program
66.458	Capitalization Grants for Clean Water State Revolving Funds This program contains Recovery Act funding.
66.460	Nonpoint Source Implementation Grants
66.466	Chesapeake Bay Program
66.468	Capitalization Grants for Drinking Water State Revolving Funds This program contains Recovery Act funding.
66.469	Great Lakes Program
66.472	Beach Monitoring and Notification Program Implementation Grants
66.473	Direct Implementation Tribal Cooperative Agreements
66.481	Lake Champlain Basin Program
66.482	Disaster Relief Appropriations Act (DRAA) Hurricane Sandy Capitalization Grants For Clean Water State Revolving Funds
66.483	Disaster Relief Appropriations Act (DRAA) Hurricane Sandy Capitalization Grants for Drinking Water State Revolving Funds
66.508	Senior Environmental Employment Program This program contains Recovery Act funding.
66.517	Regional Applied Research Efforts (RARE)
66.518	State Senior Environmental Employment Program
66.600	Environmental Protection Consolidated Grants for the Insular Areas - Program Support
66.605	Performance Partnership Grants

CFDAs Under EPA-CEP-02

66.700	Consolidated Pesticide Enforcement Cooperative Agreements
66.701	Toxic Substances Compliance Monitoring Cooperative Agreements
66.707	TSCA Title IV State Lead Grants Certification of Lead-Based Paint Professionals
66.714	Regional Agricultural IPM Grants
66.801	Hazardous Waste Management State Program Support
66.802	Superfund State, Political Subdivision, and Indian Tribe Site-Specific Cooperative Agreements This program contains Recovery Act funding.
66.804	Underground Storage Tank Prevention, Detection and Compliance Program
66.805	Leaking Underground Storage Tank Trust Fund Corrective Action Program This program contains Recovery Act funding.
66.808	Solid Waste Management Assistance Grants
66.809	Superfund State and Indian Tribe Core Program Cooperative Agreements
66.817	State and Tribal Response Program Grants
66.819	Disaster Relief Appropriations Act (DRAA) Hurricane Sandy Leaking Underground Storage Tank Trust Fund Corrective Action Program
66.926	Indian Environmental General Assistance Program (GAP)
66.931	International Financial Assistance Projects Sponsored by the Office of International and Tribal Affairs

ATTACHMENT
Region 9 Guidance Information for Applicants
<http://www.epa.gov/region9/funding/information.html>

- **Omni-Circular under 2 CFR 200 & EPA Regulations under 2 CFR 1500:**

EPA has officially adopted the OMB Omni-Circular effective **December 26, 2014**. Specifically, in a **joint interim final rule** published in the Federal Register on December 19, 2014 (see 79 Fed. Reg. 76050-76063), EPA adopted the Omni-Circular. This includes adoption of Omni-Circular requirements located at **2 CFR 200** along with EPA-specific provisions mandated by statute, regulation or agency policy now codified under **2 CFR 1500**. OMB's website at **<https://cfo.gov/cofar/>** is the location for resources regarding the Omni-Circular, including **OMB's Frequently Asked Questions (FAQ)**.

Federal Register:

<http://www.gpo.gov/fdsys/pkg/FR-2014-12-19/pdf/2014-28697.pdf>

2 CFR 200:

<http://www.ecfr.gov/cgi-bin/text-idx?SID=4467ef7edf6418328185fed45270f1f&node=pt2.1.200&rqn=div5>

2 CFR 1500:

<http://www.ecfr.gov/cgi-bin/text-idx?SID=ac772c78043ca73b46f5d168dd3f038f&tpl=/ecfrbrowse/Title02/2chapterXV.tpl>

OMB's FAQ:

<https://cfo.gov/wp-content/uploads/2014/11/2014-11-26-Frequently-Asked-Questions.pdf>

- **Interim Financial Assistance Conflict of Interest Policy:**

In accordance with the Omni-Circular's Conflict of Interest disclosure requirements under **2 CFR 200.112**, EPA issued the **Interim Financial Assistance Conflict of Interest Policy**. Requirements include applicants providing a prominently titled conflict of interest disclosure statement attached to the SF 424, if applicable. This policy applies to all individuals and non-federal entities requesting and receiving EPA financial assistance on or after **December 26, 2014**. (Note: A standard EPA form is not currently available for the COI disclosure requirement since this is an interim policy.)

Interim Policy:

http://www.epa.gov/ogd/epa_interim_financial_assistance_coi_policy.htm

- **Submission of Grant Applications via Grants.gov:**

Effective **February 17, 2015**, EPA grant applicants must use **Grants.gov** to submit their applications. It is highly recommended that EPA applicants complete their registration on Grants.gov now, since the entire process can take up to 30 days to complete. Information located at **Submitting an Application to Grants.gov Apply** and **Applicant Resources** for Grants.gov will help you get started. Applicants are also encouraged to view a previously recorded **EPA Information Webinar** session/ presentation regarding Grants.gov or register for an available session.

Grants.gov support/assistance is available 24 hours a day 7 days a week at 1-800-518-4726 or **Support@grants.gov**. For International callers, call (606) 545-5035 to speak with a Grants.gov Contact Center representative. Also, the **Region 9 Application Checklist** will help ensure your EPA application submitted through Grants.gov is complete.

Guide on Submitting an Application to Grants.gov:

<http://www.epa.gov/ogd/guide/submitting.htm>

Grants.gov Application Resources:

<http://www.grants.gov/web/grants/applicants/applicant-resources.html>

EPA Information Sessions/Webinars:

http://www.epa.gov/ogd/training/grants_gov_information_sessions_for_applicants.htm

Region 9 Application Checklist:

<http://www.epa.gov/region09/funding/pdfs/grantsgov/r9-application-checklist-grantsgov.pdf>

- **Bundling of Grant Application Certifications (for States & Tribes):**

State and Tribal applicants are highly encouraged to submit annually a single set ("bundling") of application certification forms with a cover letter. The letter must indicate the applicable timeframe (usually a federal or state fiscal year) of the certifications for all EPA grant applications received by Region 9 Grants Management Office (GMO) within that period. GMO accepts Adobe format (.pdf) of the letter with applicable signed certification(s) through the electronic mail box:

grantsregion9@epa.gov. Please note that updated forms must be submitted when changes to the responses are required. The following certifications can be bundled:

- ❖ Standard Form (SF) 424B, Assurances for Non-Construction Programs
- ❖ EPA Form 6600-06, Certification Regarding Lobbying, Certification for Contracts, Grants, Loans and Cooperative Agreements
- ❖ EPA Form 4700-4, Preaward Compliance Review Report for All Applicants Requesting EPA Financial Assistance

Applicants are highly encouraged to use bundling of their certifications if multiple EPA applications are submitted annually. Bundling can be especially helpful as EPA is transitioning to Grants.gov. Please contact your EPA Grants Specialist for questions regarding bundling.

EPA Application Forms:

<http://www.epa.gov/ogd/forms/forms.htm>

- **Changes to the Minority & Women Business Enterprise (M/WBE) Utilization Reporting Requirement:**

The EPA issued a revised class deviation from **40 CFR 33.502** on **December 4, 2014**, which supersedes the M/WBE reporting requirement specified in the recipient's Notice of Award. The EPA financial assistance recipients are now required to report annually when certain conditions are met to reach a threshold of \$150,000. Please review the current information from **EPA's Small Business Programs**.

40 CFR 33:

[http://www.ecfr.gov/cgi-bin/text-](http://www.ecfr.gov/cgi-bin/text-idx?SID=04eada1fb1292e21ecf2434ad7bf3781&tpl=/ecfrbrowse/Title40/40cfr33_main_02.tpl)

[idx?SID=04eada1fb1292e21ecf2434ad7bf3781&tpl=/ecfrbrowse/Title40/40cfr33_main_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?SID=04eada1fb1292e21ecf2434ad7bf3781&tpl=/ecfrbrowse/Title40/40cfr33_main_02.tpl)

EPA's Small Business Programs:

http://www.epa.gov/osbp/dbe_reporting.htm

- **Grants Management Training Materials for Tribal Organizations:**

The EPA's Office of Grants and Debarment (OGD) worked with the national Partnership for Environmental Technology Education (NPETE) to develop **training materials for Tribal organizations**. While OGD is no longer able to offer in-person trainings, the training materials, including the training manuals and webinar recordings, are available for download.

Recipient Training:

http://www.epa.gov/ogd/training/recipient_train.htm